

Your Name (Last Name, First Name, Middle Initial):

Dear Hiring Team:

I am writing to express my interest in this position. Here is a summary of how my qualifications align with the qualifications of the job.

EXAMPLE

Job Qualification	My Qualifications
Experience performing bicycle maintenance and repairs.	I have been working as a Repair Technician at Wheelhouse for the past year. I am responsible for a wide range of repair and maintenance, such as installing and adjusting brake pads, aligning wheels, and installing new tires and tubes. I also am being trained to use a bench grinder to shape replacement parts. For the past 3 years, I have volunteered at a non-profit called Recycled Cycles, where I perform minor repairs on bikes for underprivileged kids.

Qualifications that you need to have:

Job Qualification (paste each required qualification from the job posting into a row below).	My Qualifications (enter examples of your education, training, or paid or unpaid experience related to the job qualification).

Qualifications that are **nice to have** (these are optional):

Job Qualification (paste each preferred qualification from the job posting into a row below).	My Qualifications (if applicable, enter examples of your education, training, or paid or unpaid experience related to the job qualification). Enter "N/A" if you don't have qualifications in this area.

Thank you for your consideration.